
CREDITOR - QUICK REFERENCE GUIDE

Notice of Assignment/Transfer of Claim (Batch)

Step	Action
1	Click on the Bankruptcy hyperlink at the top of the screen.
2	Click on Creditor Filings . The File a Court Document screen displays.
3	Enter the case number(s) in the box below in the yy-nnnnn format. Click Next .
4	Verify the case name and number to be sure it is the correct. Select Notice Assign/Transfer Claim (Batch). Click Next .
5	A warning message will appear regarding attaching a PDF for each case number. Click Next .
6	Click the BROWSE button to launch the Adobe Acrobat Reader. Locate the document you wish to attach to this event, right click to Open and verify the PDF. Select the correct PDF and click Open . Click Next .
7	Enter the Name of the Party Submitting Notice of Transfer/Assignment of Claim in the appropriate field(s). Click NEXT .
8	At the Docket Text: Modify as Appropriate screen verify that the text is correct. If correct, click Next . If incorrect, click the browser's Back button until you find the error(s) and are able to make the appropriate correction.
9	The Notice of Electronic Filing screen displays and your transaction is complete. You may wish to save a copy of this transaction log for your record.